

## REQUEST FOR OFFICIAL PASSPORT/VISA

Please provide pertinent information for obtaining your official passport and visa (including the account # for charge back).

FULL NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

PLACE OF BIRTH \_\_\_\_\_

GRADE/TITLE \_\_\_\_\_

BUREAU \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

PHONE/FAX \_\_\_\_\_

DESTINATION \_\_\_\_\_

DEPARTURE DATE \_\_\_\_\_ RETURN \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

PURPOSE OF BUSINESS \_\_\_\_\_

\_\_\_\_ OFFICIAL PASSPORT AND ANY NECESSARY VISA(S) NEEDED. IF PERSONAL PASSPORT HAS BEEN OBTAINED IN THE PAST 12 YEARS, PLEASE LIST NUMBER AND EXPIRATION DATE

NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

\_\_\_\_ OFFICIAL PASSPORT ON FILE IN INTERIOR TRAVEL OFFICE. PLEASE OBTAIN ANY NECESSARY VISA(S)

OFFICIAL PASSPORT MUST BE RETURNED TO THE INTERIOR TRAVEL OFFICE WHEN TRIP IS COMPLETED.